

PEACE CORPS OVERSEAS REQUEST FOR QUOTATION TEMPLATE

CONTRACTING OFFICER GUIDANCE

- ☐ This Request for Quotation (RFQ) template shall be used to request quotations for purchases of supplies and/or services valued at 10,000 USDE or more. So long as the essential elements are included, it may be modified by post to best fit the circumstances of the procurement at hand.
- ☐ Prior to final distribution and/or advertising, the Contracting Officer must review the entire RFQ to ensure that:
 - All sections are completed.
 - All “[Notes to Contracting Officer]” which are embedded in the template **in red** have been addressed and then deleted.
 - Any blank rows, columns, or lines have been deleted.
 - It makes sense to someone unfamiliar with the contracting action.
- ☐ The entire RFQ and all attachments must be saved in the contract file.
- ☐ Although it may be translated into another language, the official version must be in English.

PEACE CORPS

Overseas Request for Quotation (RFQ) for Supplies/Services/Equipment

RFQ Number: RFQ-216-22-004

Date: 01-November-2021

Peace Corps / Kosovo has a need for Procurement of office furnishings and fixtures for Peace Corps Office located in Pristina. Peace Corps is soliciting fixed-price quotations from the vendor community (25,000 USDE +) for the supplies and/or services detailed below.

If you are interested in submitting a quotation, please do so by sending your completed and signed Attachment 1—Vendor Quotation Form by e-mail to:

Name: Peace Corps Kosovo
Address: 5 Mujo Ulqinaku, 10000, Pristina
E-mail: kosovopc@peacecorps.gov

Quotations are due no later than 23:59 Friday on 26-November-2021. Late quotations will not be accepted.

Written questions about this Request for Quotation (RFQ) may be sent in the same fashion to the individual noted above in advance of the RFQ due date. No phone calls please.

Peace Corps will evaluate all quotations received by the deadline based on the minimum requirements and/or evaluation factor(s) shown below. Contingent on the availability of funds and continued need for the supplies and/or services, at the end of the evaluation process, Peace Corps intends to award a firm-fixed-price contract for the purchase of the required supplies and/or services to the selected vendor.

A. Statement of Work/Description of Requirements

Providing furniture for private offices, conference rooms, medical office, reception area and other rooms and areas for the office facility.

Scope of work includes the following

1. **Consultations and site-visits** to confirm list of furnishings based on plans and physical walk-through of the property.
 - a. Contractor is responsible for confirming with Peace Corps Kosovo final selection, quantity and quality of furnishings and fixtures to be purchased, assembled and installed for occupancy.
 - b. Contractor will assist material, style, model and color selection as well as design and coordination of furnishings to ensure a professional, coordinated, productive, healthy and pleasant work environment based on Peace Corps Kosovo organizational needs and resources.
2. **Ordering approved list of furnishings and fixtures (see appendix 1)**
3. **Overseeing and ensuring delivery** of furnishings to individual offices, rooms and areas in the new office facility.
4. **Overseeing and ensuring proper assembly and installation** of all furnishings and fixtures purchased under the contract.
5. **Confirming and documenting all warranty information** for furnishings and fixtures as applicable.

B. Place of Performance:

Peace Corps Office Kosovo/Pristina

- Vendors will be expected to complete and deliver services and goods within 45-60 days after the contract is awarded.
- In coordination with the architect and Peace Corps Kosovo, the vendors will work on preparing a timeline for delivering their goods and services as per the requirements mentioned above.

C. Contract Terms and Conditions

As an Agency of the United States Government, Peace Corps has an approved contract template that it intends to use for the award. Peace Corps reserves the right to deny making a contract award to a vendor should they refuse to sign the Peace Corps approved contract template.

D. Minimum Criteria:

A quotation will not be considered further if it does not meet the following minimum criteria:

- A. Catalogue of available items including styles, colors and materials
- B. Prices for items, delivery and installation
- C. Projected availability of items and delivery times
- D. Warranty information
- E. Previous projects and references
- F. Ability to adjust & customize furniture based on the size of space.

E. Evaluation Factors:

Quotations that meet the minimum criteria listed above may be further evaluated based on the following factors:

- Not Applicable

Award may be made with or without negotiations between the Peace Corps and the selected vendor. Award may be made to a vendor that provided the lowest priced technically acceptable quotation, or to a vendor other than the one that provided the lowest priced quotation, should that vendor be determined to have provided the best value quotation to the Peace Corps taking technical and cost factors into account.

All vendors that submit quotations in response to this RFQ will be notified of the results.

[End of RFQ]

ATTACHMENT 1 – VENDOR QUOTATION FORM

RFQ Number: RFQ-216-22-004

Vendor:

Authorized Representative:

Name:

Position/Title:

Phone Number:

E-mail Address:

Quoted Prices (Inclusive of Administrative and/or Overhead Costs):

Please refer to:

A. Statement of Work/Description of Requirements

Item	Description	Qty.	Unit Price	Total
001	Office furnishings and fixtures (see appendix 1)			
002	Assembly and installation			
...				
Total				

Items/Services Included in Total Quoted Price Above but Not Indicated in Chart:

Quoted Work or Delivery Schedule (If Any): within 45-60 days after the contract is awarded.

Quoted Payment Terms:

Quoted Warranty Terms (If Any):

Quoted Additional Terms and/or Conditions:

Price shall not include VAT. *“Based on Chapter IX, Article 29 (Exclusions) 1.3.1. of Republic of Kosovo Law No. 03/L-146 on Value Added Tax, dated 01 July 2010, the U.S. Embassy Pristina is exempt from VAT both on importation of goods and domestic purchase of goods and services.”*

SUPPLIER AUTHORIZED REPRESENTATIVE

Signature: _____

Date: _____

Note: Please print this page, sign, scan and email back to us

Conference Room					
Description	Quantity	Style	Material	Color	Size
Conference table 25 persons (5.6x2.8)	2.p	Modern	wooden	nut gray	Large
Conference chair	50 p.	Metal/wooden frame, w/arms,	Leather/fabric	black	N/A
Conference table 10 persons	2.p	Round table	wooden	nut gray	Medium
Conference chair	20 p.	Metal frame, w/arms,	Fabric	different colors	N/A
Conference chair	15 p.	Metal/wooden frame, w/arms,	for outdoor use	black	N/A
Side table filling and drawers	2.p	Modern	wooden surface, metal/wooden frame	nut gray/other	small / medium
Coat hanger	2.p	wall mount	metal	optional	6-8 hooks

Single and shared office					
Description	Quantity	Style	Material	Color	Size
Sofa (two seat)	5.p	Wooden legs, w/arms	Fabric	gray/various	Medium
Sofa (one seat)	6.p	Wooden legs, w/arms	Fabric	gray/various	Medium
Coffee table	3.p	optional	wooden surface, metal/wooden frame	nut gray/other	small

Visitor chair psc 1	20 p.	Metal frame	Leather/fabric	Black	Standard/small
Working chair	5.p	Ergonomic	Polyamid Back and Seat	Black	Standard
Working chair	2.p	standard	Leather/fabric	Black	Standard
Working desk & Drawer - console	18 p.	L-shape	wooden, metal frame	nut gray	Medium/Large/3-4 drawers
Working desk & Drawer	2.p	standard	wooden, metal frame	nut gray	Medium/3-4 drawers
Office footrest under desk	25 p.	standard	optional	optional	optional
Working station desks & Drawer	2.p	Work station with dividers/modular	wooden, metal frame	nut gray	4 persons
Closed bookshelf (lockable), combined with open bookshelf, vestuary and divisions	15.p	Same style as Working desk	wooden	nut gray	six doors/combined size
Filing cabinet (metallic)	10.p	Standard	metallic	gray	two doors/medium size
All purpose heavy duty working desk	1.p	optional	metallic	gray	medium/small

Reception area					
Description	Quantity	Style	Material	Color	Size
Reception desk, with working station	1.p	Modern	wooden, metal frame	nut gray	Medium
Banquettes and visitor seats for reception waiting area, for 8 persons	1.p	Modern	Leather/fabric	optional	for 8 persons
Coffee tables	2.p	Rectangle	wooden surface, metal/wooden frame	nut gray/other	Small/Medium

Multipurpose Lounge					
Description	Quantity	Style	Material	Color	Size
Working desk modular	2.p	Work station	wooden, metal frame	nut gray	Medium/6 persons
Working chair	12.p		Fabric	Black	Standard
Sofa (three seat)	2.p	Wooden legs, w/arms	Fabric	various	Medium
Sofa (two seat)	2.p	Wooden legs, w/arms	Fabric	various	Medium
Sofa (one seat)	4.p	Wooden legs, w/arms	Fabric	various	Medium
Library	5-10 p.	Top and Side	wooden, metal frame	nut gray	Single and Double Way for up to 3,000 books
Metal cabinet, security locked each / with mail slot	5 p.	6 door divisions	metal	gray	L:117 W:42 H:200/ or similar dimensions
Coffee table	2.p	Modern	wooden surface, metal/wooden frame	nut gray/other	Large
Coffee side table	2.p	Modern	wooden surface, metal/wooden frame	nut gray/other	small
Coat hanger	2.p	wall mount	metal	optional	6-8 hooks

Medical unit					
Description	Quantity	Style	Material	Color	Size
Working desk & drawer	2.p	Modern	highly durable melamine materials that resist glare, scratches, stains, & disinfection solution	nut gray/optional	medium
Working desk & drawer/reception working station for 2 persons	2.p	Modern	highly durable melamine materials that resist glare, scratches, stains, & disinfection solution	nut gray/optional	medium
Patient Chair	2.p	medical	durable materials that resist disinfection solution		
Medicine and Emergency Trolleys	2.p	medical	for medical purposes	optional	-
Examination table	2.p	medical	for medical purposes	optional	
Closed medicine cabinets (lockable)	4.p	medical	for medical purposes	optional	two doors

Open bookshelf	2.p	medical	for medical purposes	optional	two doors
Patient Chair / Blood draw Chair	1.p	medical	for medical purposes	optional	
Waiting area chairs	6.p	medical	durable materials that resist disinfection solution	optional	for six persons
Coffee tables	2.p	Rectangle/round	wooden surface, metal/wooden frame	nut gray/other	Small/Medium
Medical-paravan	3.p	medical	for medical purposes	optional	standard

Multipurpose room, staff lounge					
Description	Quantity	Style	Material	Color	Size
Sofa two seat	3.p	Wooden legs, w/arms	Fabric	various	Medium
Sofa one seat	4.p	Wooden legs, w/arms	Fabric	various	Medium
Seating cube	8.p	standard	Fabric	various	Medium
Bench	1.p	modern	Fabric	various	Medium/ 3 persons
Coffee table	3.p	different shape	wooden surface, metal/wooden frame	various	small
Storage cabinet / combined open and closed	1.p	modern	Wooden	various	two-four doors
Coat hanger	2.p	standing	metal/wooden	optional	6-8 hooks

Kitchen					
Description	Quantity	Style	Material	Color	Size
Kitchen table	1.p	Rectangle	wooden surface, metal/wooden frame	nut gray/other	8 persons
Kitchen counter table & chairs	1.p	Rectangle	wooden surface, metal/wooden frame	nut gray/other	4-6 persons
Chairs	10.p	standard	Fabric	Black	
Kitchen furniture	1.p	optional	wooden	optional	based on the size of the space

Storage					
Description	Quantity	Style	Material	Color	Size
Open bookshelf	10 p.	Same style as Working desk	wooden	nut gray	2-4 doors/medium/4-5 divisions
Storage shelves	5.p	Classic/standard	metallic	gray	2-4 doors/medium/4-5 divisions
Storage shelves, heavy duty	5.p	Classic/standard	metallic	gray	2-4 doors/medium/4-5 divisions
Outdoor furniture (table and chairs)	2 p.	Standard/all weather	Metalic table/fabric chairs	Black	12 persons